

**OFFICE OF THE MISSISSIPPI SECRETARY OF STATE
BUSINESS REGULATION AND ENFORCEMENT DIVISION**

IN THE MATTER OF :)	
)	
Disaster Corps)	Administrative Proceeding
960 NC Highway 33)	Number: <u>C-06-0511</u>
Tarboro, North Carolina 27886)	
)	
<i>Respondent</i>)	

**FINAL ORDER REVOKING REGISTRATION AND
IMPOSING ADMINISTRATIVE PENALTY**

COMES NOW, James O. Nelson, II, Assistant Secretary of State for the Business Regulation and Enforcement Division of the Mississippi Secretary of State's Office (hereinafter "Division"), on behalf of Eric Clark, Secretary of State for the State of Mississippi, after having served a Notice of Intent to Revoke Registration and Impose Administrative Penalty (hereinafter "Order") on DISASTER CORPS (hereinafter "Respondent") by certified mail, return receipt requested, who have wholly failed to request an administrative hearing before the expiration of thirty (30) days from receipt of the Order, hereby issues this Final Order Revoking Registration and Imposing Administrative Penalty to Respondent pursuant to Miss. Code Ann. § 79-11-509.

I. JURISDICTION

The Secretary of State is vested with the regulation of charitable organizations in the State of Mississippi pursuant to Mississippi Charitable Solicitations Act Sections 79-11-501, *et seq.* (2001) (hereinafter "Act"). Respondent is a charitable organization as defined by Miss. Code Ann. Section 79-11-501(a)(i) (2001), to-wit:

(A) Any person determined by the Internal Revenue Service to be a tax exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

Respondent has been granted tax exempt status by the Internal Revenue Service pursuant

to section 501(c)(3) of the Internal Revenue Code. In addition, because Respondent registered as a charitable organization with the Division in accord with the requirements detailed in Miss. Code Ann. §79-11-503, Respondent has submitted to the Secretary of State's regulatory authority. Therefore, Respondent is a charitable organization as defined by the Act and is subject to the regulatory authority of the Secretary of State.

II. FINDING OF FACT

1. Respondent is a North Carolina non-profit corporation with a last known mailing address of 860 NC Highway 33, Tarboro, North Carolina 27886.

2. Stephanie Spencer is the registered agent for Respondent for service of process purposes with a mailing address of 860 NC Highway 33, Tarboro, North Carolina 27886.

3. On October 17, 2006, the Division sent a letter, via certified mail return receipt requested, to Respondent requesting the following information for the period from September of 2005 through the date of the request: Explanation of Program Services; Promotional/Advertising Materials; Board Minutes; General Ledger; Description of Income Sources; Paid Positions; Agreements to which the organization is a party; Current By-laws and any Organization Policies and Procedures; and Current List of Board Members. The letter, which is affixed hereto as Exhibit "A," also requests that the information be submitted to the Division no later than 5:00 p.m. on Friday, November 10, 2006.

4. Because Respondent did not submit the information requested by the Division, the Division issued a Notice of Intent to Revoke Registration and Impose

Administrative Penalty against Respondent (hereinafter "Initial Order"), which is affixed hereto as Exhibit "B," on November 30, 2006. Respondent having wholly failed to request an administrative hearing before the expiration of thirty (30) days from receipt of the Initial Order, hereby issues this Final Order Revoking Registration and Imposing Administrative Penalty to Respondent pursuant to Miss. Code Ann. § 79-11-509.

III. APPLICABLE LAW

5. Section 79-11-518 of the Mississippi Charitable Solicitations Act states the following:

Every charitable organization, professional fund-raiser, professional solicitor, or fund-raising counsel, whether or not required to register pursuant to Sections 79-11-501 through 79-11-529, Mississippi Code of 1972, shall keep true and correct books and records of solicitation activities that are covered by Sections 79-11-501 through 79-11-529, Mississippi Code of 1972, **or any rule or order** adopted under Sections 79-11-501 through 79-11-529, Mississippi Code of 1972. All such books and records shall be open to inspection at all reasonable times by the Secretary of State or the Attorney General, or their duly authorized representatives. The records shall be retained for a period of at least three (3) years.

6. Section 79-11-504 of the Act gives the Secretary of State the authority to promulgate rules of procedure and regulations necessary for the administration of the Mississippi Charitable Solicitations Act.

7. Rule 213 of the Mississippi Charitable Solicitations Act Rules states the following:

Charitable organizations either registered with the Secretary of State or exempt from registration shall maintain accurate books and records of the solicitation activities of the organization for a period of at least three (3) years. Solicitation activities shall include all financial activities of the organization. The records shall be maintained at the offices of the charitable organization and shall be kept in an auditable format. By way of example such records shall include, but not be limited to, the following:

- (A) All check books, bank statements, cancelled checks and cash reconciliations of the organization;
- (B) All bills, statements and receipts (or copies thereof), paid or unpaid, relating to the business and operation of the organization;
- (C) Statements and records of all accounts in which the organization is vested;
- (D) All written agreements (or copies thereof) entered into by the organization with any entity, person or otherwise relating to the business of the organization as such;
- (E) General and auxiliary ledgers (or other comparable records) reflecting asset, liability, reserve, capital, income and expense accounts;
- (F) Current minutes of the meetings of the organization's board of directors; and,
- (G) Copies of all solicitation materials.

8. Section 79-11-509 states the following, in relevant part:

(1) The Secretary of State shall revoke, suspend or revoke a registration or an exemption for the following reasons:

(e) The applicant or registrant has violated or failed to comply with any provisions of this chapter or any rule or order thereunder.

IV. CONCLUSIONS OF LAW

9. Respondent is required to keep true and correct books and records of solicitation activity covered by Section 79-11-501 through 79-11-529 of the Act or any rule or order adopted thereunder. Rule 213 of the Rules alpha-enumerates those activities that are considered solicitation activities. In violation of Miss. Code Ann. §79-11-518, Respondent has failed to keep “[a]ll such books and records . . . open to inspection at all reasonable times by the Secretary of State.”

V. PUBLIC INTEREST

10. This Final Order Denying Registration and Imposing Administrative Penalty against Respondent is issued in the public interest and for the protection of contributors consistent with purposes of the Act.

VI. ORDER


11. **IT IS THEREFORE ORDERED**, pursuant to the authority set out in the Act, that the registration of Respondent, DISASTER CORPS, is hereby revoked.

12. **IT IS FURTHER ORDERED**, pursuant to authority set out in the Act, that an administrative penalty in the amount of Twenty Five Thousand Dollars (\$25,000.00) is imposed. Respondent, DISASTER CORPS, shall pay such administrative penalty prior to renewing its registration with the Mississippi Secretary of State's Business Regulation and Enforcement Division.

SO ORDERED, this, the 24 day of May, 2007.

ERIC CLARK
Secretary of State
State of Mississippi

BY:


JAMES O. NELSON, II
Assistant Secretary of State
Business Regulation and Enforcement

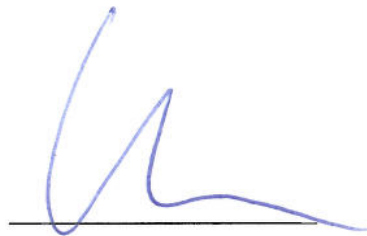

Nathan Thomas MSB #100496
Senior Attorney
Mississippi Secretary of State's Office
Business Regulation and Enforcement
P.O. Box 136
700 North Street
Jackson, Mississippi 39205
(601) 359-6366

CERTIFICATE OF SERVICE

I, Nathan Thomas, do hereby certify that I have this day mailed via Certified Mail, postage pre-paid, a true and correct copy of the Final Order Revoking Registration and Imposing Administrative Penalty to the following:

Stephanie Spencer
860 NC Highway 33
Tarboro, North Carolina 27886

This, the 30th day of May 2007.



NATHAN THOMAS
Senior Attorney



STATE OF MISSISSIPPI
SECRETARY OF STATE
ERIC CLARK

700 NORTH STREET
POST OFFICE BOX 136
JACKSON, MISSISSIPPI 39205-0136

TELEPHONE (601) 359-1350
FACSIMILE (601) 359-1499

October 17, 2006

CERTIFIED MAIL 71361778004020002093

Ms. Stephanie Spencer
Disaster Corps
860 NC Highway 33
Tarboro, NC 27886

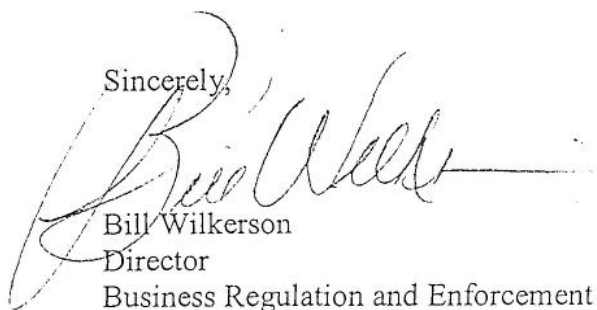
RE: Organization Examination CH-0604-090

Dear Ms. Spencer:

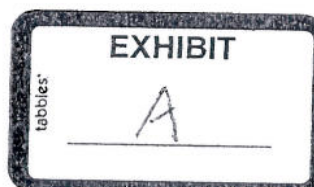
The Mississippi Secretary of State's Office Business Regulation and Enforcement Division (hereinafter the Division) monitors the registration and solicitation activities of non-profit organizations that solicit donations in Mississippi. In the aftermath of the recent hurricanes that have affected the state, the Division has initiated examinations of all non-profits that have solicited funds to benefit the hurricane victims. In an effort to determine appropriate follow up, the attached list details the items requested for examination. Please note that after receipt of the information, additional documentation may be requested.

The requested information is due to the Division no later than 5:00 p.m. on Friday, November 10, 2006. Should you have any questions, please contact me by email at bwilkerson@sos.state.ms.us or by phone at 601-359-1350.

Sincerely,


Bill Wilkerson
Director
Business Regulation and Enforcement

Enclosure



Items Requested for Examination

Time Period to be covered: September 2005 – Present

1. Explanation of Program Services (a brief explanation of the Katrina-related services your organization provides)
2. Promotional / Advertising Materials (regarding Katrina-related solicitations)
3. Board Minutes
4. General Ledger¹
5. Description of Income Sources (contributions, grants, goods and/or services)
6. Paid Positions – List of all individuals employed including salary²
7. Agreements to which the organization is a party (building lease, service contracts, vendor contracts, loans, agreements with other non-profits, etc)³
8. Current By-laws and any Organization Policies and Procedures
9. Current List of Board Members

The Division understands that charitable organizations are as varied as the individual Katrina victims who receive aid. Please contact our office if you have any questions regarding the above request list.

¹ For larger, multi-purpose organizations, a subsidiary ledger of Katrina-related transactions may be sufficient.

² For larger, multi-purpose organizations, a list of Katrina-related personnel may be sufficient.

³ For larger, multi-purpose organizations, a list of Katrina-related agreements may be sufficient.

**OFFICE OF THE MISSISSIPPI SECRETARY OF STATE
BUSINESS REGULATION AND ENFORCEMENT DIVISION**

IN THE MATTER OF :

Disaster Corps
860 NC Highway 33
Tarboro, North Carolina 27886

Respondent

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Administrative Proceeding
Number: C-06-0511

**NOTICE OF INTENT TO REVOKE REGISTRATION AND IMPOSE
ADMINISTRATIVE PENALTY**

The SECRETARY OF STATE OF MISSISSIPPI, by and through James O. Nelson, II, Assistant Secretary of State, hereby issues this Notice of Intent to Revoke Registration and Impose Administrative Penalty to DISASTER CORPS (hereinafter "Respondent") and in support hereof, states the following.

I. JURISDICTION.

The Secretary Of State is vested with the regulation of charitable organizations in the State of Mississippi pursuant to Mississippi Charitable Solicitations Act Sections 79-11-501, *et seq.* (2001) (hereinafter "Act"). Respondent is a charitable organization as defined by Miss. Code Ann. Section 79-11-501(a)(i) (2001), to-wit:

(A) Any person determined by the Internal Revenue Service to be a tax exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

Respondent has been granted tax exempt status by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code. In addition, because Respondent registered as a charitable organization with the Division in accord with the requirements

C-06-0511



detailed in Miss. Code Ann. §79-11-503, Respondent has submitted to the Secretary of State's regulatory authority. Therefore, Respondent is a charitable organization as defined by the Act and is subject to the regulatory authority of the Secretary of State.

II. FINDINGS OF FACT

1. Respondent is a North Carolina non-profit corporation with a last known mailing address of 860 NC Highway 33, Tarboro, North Carolina 27886.

2. Stephanie Spencer is the registered agent for Respondent for service of process purposes with a mailing address of 860 NC Highway 33, Tarboro, North Carolina 27886.

3. On October 17, 2006, the Division sent a letter, via certified mail return receipt requested, to Respondent requesting the following information for the period from September of 2005 through the date of the request: Explanation of Program Services; Promotional/Advertising Materials; Board Minutes; General Ledger; Description of Income Sources; Paid Positions; Agreements to which the organization is a party; Current By-laws and any Organization Policies and Procedures; and Current List of Board Members. The letter, which is affixed hereto as Exhibit "A," also requests that the information be submitted to the Division no later than 5:00 p.m. on Friday, November 10, 2006.

4. Up to the issuance of this Order, Respondent has failed to submit the information requested by the Division. Because Respondent has not submitted the information requested by the Division, the Division issues this Notice of Intent to Revoke Registration and Impose Administrative Penalty against Respondent.

III. APPLICABLE LAW

5. Section 79-11-518 of the Mississippi Charitable Solicitations Act states the following:

Every charitable organization, professional fund-raiser, professional solicitor, or fund-raising counsel, whether or not required to register pursuant to Sections 79-11-501 through 79-11-529, Mississippi Code of 1972, shall keep true and correct books and records of solicitation activities that are covered by Sections 79-11-501 through 79-11-529, Mississippi Code of 1972, **or any rule or order adopted under Sections 79-11-501 through 79-11-529, Mississippi Code of 1972.** All such books and records shall be open to inspection at all reasonable times by the Secretary of State or the Attorney General, or their duly authorized representatives. The records shall be retained for a period of at least three (3) years.

6. Section 79-11-504 of the Act gives the Secretary of State the authority to promulgate rules of procedure and regulations necessary for the administration of the Mississippi Charitable Solicitations Act.

7. Rule 213 of the Mississippi Charitable Solicitations Act Rules states the following:

Charitable organizations either registered with the Secretary of State or exempt from registration shall maintain accurate books and records of the solicitation activities of the organization for a period of at least three (3) years. Solicitation activities shall include all financial activities of the organization. The records shall be maintained at the offices of the charitable organization and shall be kept in an auditable format. By way of example such records shall include, but not be limited to, the following:

- (A) All check books, bank statements, cancelled checks and cash reconciliations of the organization;
- (B) All bills, statements and receipts (or copies thereof), paid or unpaid, relating to the business and operation of the organization;
- (C) Statements and records of all accounts in which the organization is vested;

- (D) All written agreements (or copies thereof) entered into by the organization with any entity, person or otherwise relating to the business of the organization as such;
- (E) General and auxiliary ledgers (or other comparable records) reflecting asset, liability, reserve, capital, income and expense accounts;
- (F) Current minutes of the meetings of the organization's board of directors; and,
- (G) Copies of all solicitation materials.

[Adopted 11/28/2005]

8. Section 79-11-509 states the following, in relevant part:

- (1) The Secretary of State shall revoke, suspend or revoke a registration or an exemption for the following reasons:
- (e) The applicant or registrant has violated or failed to comply with any provisions of this chapter or any rule or order thereunder.

IV. CONCLUSIONS OF LAW

9. Respondent is required to keep true and correct books and records of solicitation activity covered by Section 79-11-501 through 79-11-529 of the Act or **any rule** or order adopted thereunder. Rule 213 of the Rules alpha-enumerates those activities that are considered solicitation activities. In violation of Miss. Code Ann. §79-11-518, Respondent has failed to keep “[a]ll such books and records . . . open to inspection at all reasonable times by the Secretary of State.”

V. NOTICE OF INTENDED ACTION

10. The Secretary of State intends to revoke Respondent's registration pursuant to Miss. Code Ann. § 79-11-509(1)(e), which states:

- (1) The Secretary of State shall revoke, suspend or revoke a registration or an exemption for the following reasons:
- (e) The applicant or registrant has violated or failed to comply with any

provisions of this chapter or any rule or order thereunder.

Because Respondent violated Section 79-11-518 of the Act, the Division is required to revoke Respondent's registration pursuant to Section 79-11-509(1)(e).

11. In addition, the Secretary of State intends to impose an administrative penalty pursuant to Miss. Code Ann. § 79-11-509(4)(b). This provision permits the Secretary of State to impose an administrative penalty up to Twenty-five Thousand Dollars (\$25,000.00) for each offense, each violation to be considered as a separate offense.

VI. RIGHT TO ADMINISTRATIVE HEARING

12. The Respondent may request an administrative hearing in this matter. Any such request shall be made in writing to James O. Nelson, II, Assistant Secretary of State, Office of Secretary of State, Post Office Box 136, Jackson, Mississippi 39205, within thirty (30) days from the date of receipt of this Notice of Intent to Revoke Registration and Impose Administrative Penalty.

13. If an administrative hearing is requested, written notice of the date, time, and place, will be given to all parties by certified mail, return receipt request requested. Said notice will also designate a Hearing Officer.

VII. PUBLIC INTEREST

14. The actions taken and proposed to be taken herein are in the public interest and are consistent with the purposes set out in Miss. Code. Ann. § 79-11-501, et seq. (2001).


VIII. RIGHT TO AMEND

15. The Secretary of State hereby reserves the right to amend this Notice of Intent to Revoke Registration and Impose Administrative Penalty.

ISSUED, this the 7th day of NOVEMBER 2006.

ERIC CLARK
Secretary of State

BY:



JAMES O. NELSON, II
Assistant Secretary of State
Business Regulation and Enforcement



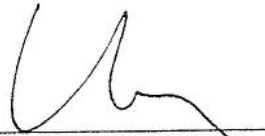
Nathan Thomas MSB #100496
Senior Attorney
Mississippi Secretary of State's Office
Business Regulation and Enforcement
P.O. Box 136
700 North Street
Jackson, Mississippi 39205
(601) 359-6366

CERTIFICATE OF SERVICE

I, Nathan Thomas, do hereby certify that I have this day mailed via Certified Mail, postage pre-paid, a true and correct copy of the Notice of Intent to Revoke Registration and Impose Administrative Penalty to the following:

Stephanie Spencer
860 NC Highway 33
Tarboro, North Carolina 27886

This, the 30th day of November 2006.



NATHAN THOMAS
Senior Attorney

**OFFICE OF THE SECRETARY OF STATE
STATE OF MISSISSIPPI
BUSINESS REGULATION AND ENFORCEMENT DIVISION**


In The Matter Of:)	
)	
Disaster Corps)	Administrative Proceeding
860 NC Highway 33)	Number: <u>C-06-0511</u>
Tarboro, NC 27886)	
)	
)	
RESPONDENT)	

**AFFIDAVIT OF COMPLIANCE WITH
MISSISSIPPI CODE ANN. § 79-11-511**

Comes now, JAMES O. NELSON, after being first duly sworn hereby states on his oath as follows:

1. On November 30, 2006, JAMES O. NELSON, II, Assistant Secretary of State, Business Regulation and Enforcement Division (hereinafter "Division"), issued a NOTICE OF INTENT TO REVOKE REGISTRATION AND IMPOSE ADMINISTRATIVE PENALTY (hereinafter "Order") against DISASTER CORPS (hereinafter "Respondent").
2. On November 30, 2006, a true and correct copy of the Order was mailed via certified mail to Respondent's last known address of 860 NC Highway 33, Tarboro, NC 27886.
3. On January 16, 2007, the Order was returned to the Division marked: Unclaimed.
4. Respondent has designated Ms. Stephanie Spencer as an agent for service of process.

5. On February 12, 2007, a true and correct copy of the Order was delivered to the Secretary of State.
6. On February 12, 2007, a true and correct copy of the Order was mailed to Respondent, via certified mail, to the last known address of 860 NC Highway 33, Tarboro, NC 27886.



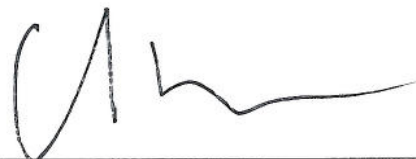
JAMES O. NELSON, II
2/12/07

Date

SWORN to and subscribed before me, this, the 12 day of February 2007.

(SEAL)





NOTARY PUBLIC

**OFFICE OF THE SECRETARY OF STATE
STATE OF MISSISSIPPI
BUSINESS REGULATION AND ENFORCEMENT DIVISION**

In The Matter Of:)	
)	
Disaster Corps)	Administrative Proceeding
860 NC Highway 33)	Number: <u>C-06-0511</u>
Tarboro, NC 27886)	
)	
)	
RESPONDENT)	

NOTICE OF SERVICE OF PROCESS

Comes now, Nathan Thomas, and files this Notice of Service of Process and states the following:

1. On November 30, 2006, JAMES O. NELSON, II, Assistant Secretary of State, Business Regulation and Enforcement Division (hereinafter "Division"), issued a NOTICE OF INTENT TO REVOKE REGISTRATION AND IMPOSE ADMINISTRATIVE PENALTY (hereinafter "Order") against DISASTER CORPS (hereinafter "Respondent").
2. On November 30, 2006, a true and correct copy of the Order was mailed via certified mail to Respondent's last known address of 860 NC Highway 33, Tarboro, NC 27886.
3. On January 16, 2007, the Order was returned to the Division marked: Unclaimed.
4. Respondent has designated Ms. Stephanie Spencer as an agent for service of process.

PURSUANT TO MISS. CODE ANN. §79-11-511, YOU ARE HEREBY NOTIFIED THAT A TRUE AND CORRECT COPY OF THE NOTICE OF INTENT TO DENY REGISTRATION AND IMPOSE ADMINISTRATIVE PENALTY ISSUED IN THE ABOVE-CAPTIONED MATTER WAS DELIVERED TO THE SECRETARY OF STATE ON FEBRUARY 12, 2007. A TRUE AND CORRECT COPY OF THIS ORDER IS ATTACHED.

A handwritten signature in black ink, consisting of a large 'U' followed by a series of loops and a long horizontal stroke.

Signature

A handwritten date in black ink, written as '2/12/07'.

Date

**OFFICE OF THE MISSISSIPPI SECRETARY OF STATE
BUSINESS REGULATION AND ENFORCEMENT DIVISION**

IN THE MATTER OF :

Disaster Corps
860 NC Highway 33
Tarboro, North Carolina 27886

Respondent

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**Administrative Proceeding
Number: C-06-0511**

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Respondent has been granted tax exempt status by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code. In addition, because Respondent registered as a charitable organization with the Division in accord with the requirements

C-06-0511



detailed in Miss. Code Ann. §79-11-503, Respondent has submitted to the Secretary of State's regulatory authority. Therefore, Respondent is a charitable organization as defined by the Act and is subject to the regulatory authority of the Secretary of State.

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- (E) General and auxiliary ledgers (or other comparable records) reflecting asset, liability, reserve, capital, income and expense accounts;
- (F) Current minutes of the meetings of the organization's board of directors; and,
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[Adopted 11/28/2005]

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- (1) The Secretary of State shall revoke, suspend or revoke a registration or an exemption for the following reasons:
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IV. CONCLUSIONS OF LAW

9. Respondent is required to keep true and correct books and records of solicitation activity covered by Section 79-11-501 through 79-11-529 of the Act or **any rule** or order adopted thereunder. Rule 213 of the Rules alpha-enumerates those activities that are considered solicitation activities. In violation of Miss. Code Ann. §79-11-518, Respondent has failed to keep "[a]ll such books and records . . . open to inspection at all reasonable times by the Secretary of State."

V. NOTICE OF INTENDED ACTION

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provisions of this chapter or any rule or order thereunder.

Because Respondent violated Section 79-11-518 of the Act, the Division is required to revoke Respondent's registration pursuant to Section 79-11-509(1)(e).

11. In addition, the Secretary of State intends to impose an administrative penalty pursuant to Miss. Code Ann. § 79-11-509(4)(b). This provision permits the Secretary of State to impose an administrative penalty up to Twenty-five Thousand Dollars (\$25,000.00) for each offense, each violation to be considered as a separate offense.

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13. If an administrative hearing is requested, written notice of the date, time, and place, will be given to all parties by certified mail, return receipt request requested. Said notice will also designate a Hearing Officer.

VII. PUBLIC INTEREST

14. The actions taken and proposed to be taken herein are in the public interest and are consistent with the purposes set out in Miss. Code. Ann. § 79-11-501, et seq. (2001).


VIII. RIGHT TO AMEND

15. The Secretary of State hereby reserves the right to amend this Notice of Intent to Revoke Registration and Impose Administrative Penalty.

ISSUED, this the 15th day of NOVEMBER 2006.

ERIC CLARK
Secretary of State

BY:



JAMES O. NELSON, II
Assistant Secretary of State
Business Regulation and Enforcement



Nathan Thomas MSB #100496
Senior Attorney
Mississippi Secretary of State's Office
Business Regulation and Enforcement
P.O. Box 136
700 North Street
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(601) 359-6366

CERTIFICATE OF SERVICE

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Stephanie Spencer
860 NC Highway 33
Tarboro, North Carolina 27886

This, the 30th day of November 2006.



NATHAN THOMAS
Senior Attorney



STATE OF MISSISSIPPI
SECRETARY OF STATE
ERIC CLARK

700 NORTH STREET
POST OFFICE BOX 136
JACKSON, MISSISSIPPI 39205-0136

TELEPHONE (601) 359-1350
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October 17, 2006

CERTIFIED MAIL 71361778004020002093

Ms. Stephanie Spencer
Disaster Corps
860 NC Highway 33
Tarboro, NC 27886

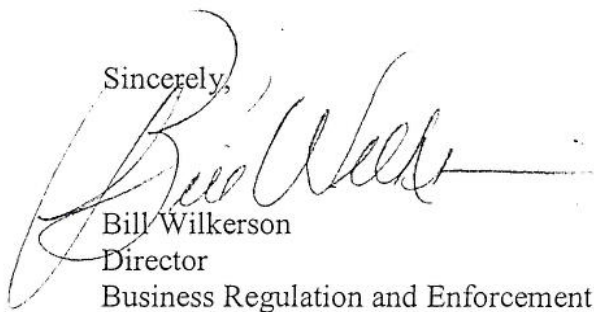
RE: Organization Examination CH-0604-090

Dear Ms. Spencer:

The Mississippi Secretary of State's Office Business Regulation and Enforcement Division (hereinafter the Division) monitors the registration and solicitation activities of non-profit organizations that solicit donations in Mississippi. In the aftermath of the recent hurricanes that have affected the state, the Division has initiated examinations of all non-profits that have solicited funds to benefit the hurricane victims. In an effort to determine appropriate follow up, the attached list details the items requested for examination. Please note that after receipt of the information, additional documentation may be requested.

The requested information is due to the Division no later than 5:00 p.m. on Friday, November 10, 2006. Should you have any questions, please contact me by email at bwilkerson@sos.state.ms.us or by phone at 601-359-1350.

Sincerely,


Bill Wilkerson
Director
Business Regulation and Enforcement

Enclosure



Items Requested for Examination

Time Period to be covered: September 2005 – Present

1. Explanation of Program Services (a brief explanation of the Katrina-related services your organization provides)
2. Promotional / Advertising Materials (regarding Katrina-related solicitations)
3. Board Minutes
4. General Ledger¹
5. Description of Income Sources (contributions, grants, goods and/or services)
6. Paid Positions – List of all individuals employed including salary²
7. Agreements to which the organization is a party (building lease, service contracts, vendor contracts, loans, agreements with other non-profits, etc)³
8. Current By-laws and any Organization Policies and Procedures
9. Current List of Board Members

The Division understands that charitable organizations are as varied as the individual Katrina victims who receive aid. Please contact our office if you have any questions regarding the above request list.

¹ For larger, multi-purpose organizations, a subsidiary ledger of Katrina-related transactions may be sufficient.

² For larger, multi-purpose organizations, a list of Katrina-related personnel may be sufficient.

³ For larger, multi-purpose organizations, a list of Katrina-related agreements may be sufficient.



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	RESTRICTED DELIVERY FEE	\$3.70	
	CERTIFIED FEE	\$2.40	
	RETURN RECEIPT FEE	\$1.85	
SENT TO:		TOTAL POSTAGE AND FEE'S	\$8.34
 Ms. Stephanie Spencer Disaster Corps 860 NC Highway 33 Tarboro, NC 27886			

PS FORM 3800

10/17/2006 4:47 PM



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1. Article Addressed to: Ms. Stephanie Spencer Disaster Corps 860 NC Highway 33 Tarboro, NC 27886	

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ADDRESSEE LABEL

Ms. Stephanie Spencer
Disaster Corps
860 NC Highway 33
Tarboro, NC 27886

Domestic Return Receipt

2. Article Number 7136 1778 0040 2000 2093	COMPLETE THIS SECTION ON DELIVERY A. Signature <input type="checkbox"/> Agent X Addressee B. Received by (Printed Name) C. Date of Delivery Jeff Spencer 10-21-06 D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES enter delivery address below: <input checked="" type="checkbox"/> No 3. Service Type <input checked="" type="checkbox"/> Certified 4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes
Article Addressed to: Ms. Stephanie Spencer Disaster Corps 860 NC Highway 33 Tarboro, NC 27886	

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